

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes and bubbling hot springs, cold mountain streams, winter snows and sunny summer skies, rolling sagebrush hills and vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants and cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville and Walker, which offer

a more quiet and rural way of life, with shopping in near by Gardnerville and Carson City, Nevada.

Are you tired of the big city with its crowds and pollution? Are you looking to improve your quality of life? Perhaps Mono County is the place of your dreams. If you enjoy the great outdoors, what better place to live and work than Mono County?

BENEFITS & COMPENSATION: Mono County provides generous benefits: 3% at 50 PERS (highest 12 mo.); medical, dental, & vision monthly premiums paid 100% for you and your dependents (80/20 plan); and deferred compensation (457 with 401 County match up to 3%). This At-Will position is given 80 hours of merit leave (in addition to 3 wks. vacation), cost of living adjustment and pay for performance in addition to the monthly salary.

SALARY: Currently \$9,000 per month. Salary under review with an adjustment possible January 1, 2006.

TO APPLY

Application materials may be received and returned to:

County of Mono--CAO/HR

P.O. Box 696

Bridgeport, CA 93517

Telephone: (760) 932-5413

Fax: (760) 932-5411

Email: tneely@mono.ca.gov

Applications with a resume and letter of interest must be received with the application. Faxes will be accepted if the fax is sent to this office AND the original application is received within ten (10) days of the Final Filing Date. Must be received by October 7, 2005 at 5:00 PM

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. Any questions should be directed to Human Resources

If you require ADA testing and interview accommodation, call HR at 760/932-5412.

COUNTY OF MONO



INVITES APPLICATIONS FOR

UNDERSHERIFF

**FINAL FILING
DATE:**

October 7, 2005

5:00 PM

THE POSITION

This single “At-Will” Management Position is appointed by and reports to the County Sheriff - Coroner. The incumbent in this position is responsible for assisting the Sheriff-Coroner with planning, organizing, and administering the activities of the Department. The Undersheriff is accountable for the maintenance of discipline, efficiency, and morale.

This FLSA exempt position is characterized by the management level of responsibility for assisting with overall policy development, program planning, fiscal management and operation of the Department.

Typical responsibilities include, but not limited to:

- Confer frequently with the Sheriff-Coroner in the implementation of goals, objectives, policies, and priorities.
- Regularly confer with unit heads in order that the functions of department units may best meet the overall operating and policy needs of the Department.
- Assist the Sheriff-Coroner in recommending reorganizations of Department activities and with the determination of future staffing and equipment needs.
- Assist the Sheriff-Coroner with development and administration of the Department budget.
- Evaluate sensitive public complaints against the Department and conduct sensitive personnel investigations, recommending appropriate disciplinary actions to the Sheriff-Coroner.
- Direct the preparation of data, reports, agreements, and other required Department documents, ensuring that Department records are properly processed and efficiently distributed.
- Has responsibility for the Department communication function, including receipt of requests for service and proper dispatching of personnel.
- Ensures that jail, records, and communications personnel are fully qualified and trained.

QUALIFICATIONS

The best qualified candidate will have:

- Completed college level course work in administration of justice, police science, public or business administration, or a closely related field.
- A minimum of seven years of progressively responsible law enforcement experience, including at least three (3) years in a supervisory or management position.
- Possess Basic, Advanced, and Supervisory P.O.S.T. Certificates. They will also preferably have a P.O.S.T. Management Certificate.

The Ideal Candidate

We are seeking applicants with an enthusiasm for, and dedication to professional law enforcement and public service. The ideal candidate will:

- Be an approachable leader with a management style that quickly fosters trust, loyalty, and respect.
- Prefer working in a true strong team, non-territorial oriented environment.
- Think clearly under pressure, maintain a positive attitude and exercise a sense of humor.
- Skillfully communicate both orally and in writing, and make public presentations that are interesting, informative, and persuasive.
- Have a track record of demonstrated accomplishments including making tough decisions and getting things done.
- Be able to balance the wants and needs of the public with financial limitations and/or legal law enforcement requirements.
- Be willing to take reasonable risks, promote creative ideas, and accept change.
- Set clear expectations; effectively monitor performance, and hold employees accountable.
- Experienced financing and budget process.

THE EXAM PROCESS

The examination process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral examination (weighted 100%). If a large number of applications are received for this recruitment, *only the most qualified* applicants will be invited to participate in the examination process.

APPLICATION MATERIALS

In addition to the standard County application, we are requesting a resume and letter of interest to assist you in presenting your qualifications for this position. Your submitted materials will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is expected that you will be as complete and specific as possible. Your answers should be submitted on “8 ½ x 11” paper, preferably typed and submitted with your completed employment application.

- Submit a resume and letter of interest outlining your experience in field operations, investigations and corrections as well as a brief statement of your management philosophy and approach.
- County applications may be requested U. S. Mail or email: tneely@mono.ca.gov or on line at <http://www.monocounty.ca.gov/departments.htm>
- Any electronic correspondence must be followed by original application with signature in the U. S. Mail within ten days.